TM-3 TRAVELER COURSE

USING NASA'S TRAVEL MANAGER SYSTEM

REVIEW AUTHORIZATION

This document covers the steps to review an authorization.

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A. <u>REVIEW AUTHORIZATION</u>

1. Click the **Open Existing Document** link on the Document Processing Toolbar on the left side of the page. The **Traveler Listing (Open Document)** page will be displayed.

2. Click the **Document** icon under the **Document Search (Open Document)** area for the document created in the previous exercise. The **Open Document Signature** page will be displayed. If the traveler has not signed the document the Open Document Signature page will not display, and the document will open in the **Document Summary** page.

3. The document can be opened one of two ways:

   a. Enter the appropriate signature PIN and click the **to Review Document** button, in the 'For this Document you can:' area in the top right, to adjust the document.

   b. Click the **Document as View-Only** button to open it as view only.

4. Click the [Get] **Document as View-Only** button, in the 'For this Document you can:' area in the top right, to open the document as View Only. The **Document Summary** page will be displayed.

5. Click the **Document Status** link, on the Document Summary page or on the Document Processing toolbar, to view the **Status** page for the routing list.

6. The **Document Routing** area shows the routing path the document will take. The **Document History** area shows what has happened to the document.

7. Click the **Close Document** link under the Document Processing Toolbar on the left side of the page to close the document.

8. If the document was opened in an update mode and adjustments were made, sign and stamp the document, and the document will be rerouted to the approvers with the new changes.

NOTE

The Routing <u>cannot</u> be changed after the document is routed.